myRECA Tutorial
Renewing your brokerage's licensees

Contents

Part One: Accessing and reviewing a licensee renewal application

Log in to your myRECA account and go to the *Applications* page under the *My Brokerage* tab.

When a licensee's renewal application is ready for you to review, it will be in the *Applications Underway* section, the *Application Status* column will indicate *Ready for Review* and the *Assigned To* column will indicate *Brokerage.*

Click the *Complete* link beside the renewal

If the *Application Status* and *Assigned To* columns indicate *Assigned to Applicant*, the licensee has not completed and submitted their renewal application for your review yet. We will email you when this happens.

myRECA

Enhancing professionalism through self-regulation

My Account   **Education**   **Licensing**   **My Brokerage**

Licence
Message Centre
My People
Applications
Accounting Reports
Brokerage Information
Payment Cart
Payment History
Account Administration
Trust Accounts
Brokerage Structure

Real Estate

Applications

Applications waiting for payment

If you add an application to the brokerage's shopping cart, the applicant will be unable to pay for the application.

[Add Selected to Cart]   View Cart (0)

☐ Last Name	First Name	Licence Class	Application Type	Application Status	Actions	Payment
						Assigned To

<< < > >>

Applications Underway

Name	Application Type	Application Status	Assigned To	Date Created	Actions
Test Associate	Associate/Associate Broker Licence Renewal	Assigned to Applicant	Applicant	30-Jul-24	Cancel

<< < 1 > >>

Confirm the licensee's personal and contact information are correct and up to date to the best of your knowledge

! Providing false or misleading information may result in the licensee being sanctioned

! You may also be sanctioned if you approve the application knowing it contains false or misleading information

myRECA

Enhancing pro[...] through sel[...]

My Account　Education　Licensing　M[...]

- Licence
- Message Centre
- My People
  - Applications
- Accounting Reports
- Brokerage Information
  - Payment Cart
  - Payment History
  - Account Administration
  - Trust Accounts
  - Brokerage Structure

Test Associate Application

1. Contact Information

Personal Information:

First Name:	Test
Middle Name:	
Last Name:	Associate
AKA Name:	

Contacts:

Primary Phone:	403-444-4444 Business/Office
Alternate Phone:	403-555-5555
Fax:	
Email:	TEST@test.ca

Residential Address:

999 Anywhere Street
Small Town
Alberta
X1X 1X1
Canada

Mailing Address:

PO Box 1111
Big City
Alberta
X2X 2X2
Canada

Back　Next

Review the licensee's renewal application responses carefully to ensure the information they have provided is complete and accurate to the best of your knowledge

! **Providing false or misleading information may result in the licensee being sanctioned**

! **Failure to immediately notify the registrar about an event captured in Section 40 of the *Real Estate Act* Rules may result in the licensee being sanctioned or suspension or cancellation of their licence**

! **You may also be sanctioned if you approve the licenee's renewal application and are aware of an unreported event or that it contains false or misleading information**

myRECA

Enhancing professionalism through self-regulation

My Account   Education   Licensing   **My Brokerage**

Licence
Message Centre
My People
  Applications
Accounting Reports
Brokerage Information
  Payment Cart
  Payment History
  Account Administration
  Trust Accounts
  Brokerage Structure

Test Associate Application

2. Licensee Questions

Below are the Applicant's renewal application responses and declarations. You must confirm with the applicant that they are in compliance with the requirements

Section 40 Compliance

Question
1. I declare that I am in compliance with the requirements of Section 40 of the *Real Estate Act* Rules an

Licensee Practice Areas

Question
1. Residential (%)
2. Residential Property Management (%)
3. Commercial Property Management (%)
4. Commercial Leasing (%)
5. Rural (Agri-business/Commercial farm) (%)

Authorization & Acknowledgement, Subscription Statement and Responsibi

Question
1. I authorize RECA to verify any information on this application from any source. In making this applica

Authorization & Acknowledgemen

Question
1. I authorize RECA to verify any information o
personal information for licensing and all reg
Information Protection Act.
2. I acknowledge my application requires subscribing to the Real Estate Insurance Exchange (REIX) and accepting the REIX Subscription Agreement. I acknowledge there are   Yes
rights and obligations created by this Subscription Agreement, and I agree to be bound by the terms of the Agreement and the Insurance Policy issued by REIX. I appoint
REIX as my attorney and grant the attorney powers as set out in Appendix A to the REIX Subscription Agreement.
3. I understand and accept the duties and responsibilities of an associate/associate broker as set out in the *Real Estate Act* (the *Act*) and the *Real Estate Act* Rules (the Rules).   **Yes**
I am aware that as a licensee I must follow all standards of practice and comply with the *Act* and the Rules, and laws that apply to a licensee who is licensed to trade in real
estate, deal in mortgages, or engage in condominium management services in Alberta.
I acknowledge my obligation to familiarize myself with the applicable laws of Alberta, to only engage in work or provide services I am licensed and competent to do, and to
abide by any terms, restrictions and conditions on my licence.
I will immediately notify the registrar, in writing, of any changes to the information provided in support of this application that may occur during the application process or after I
am licensed.

Declaration

# Question	Answer
1. I have read and I understand all questions and statements contained in this application. The information and answers I have provided are accurate, true and complete. I make **Yes**	
this declaration conscientiously knowing that it is of the same force and effect as if it was made under oath.	
I acknowledge that providing false and/or misleading information to the registrar may result in the refusal, suspension or cancellation of a licence and is conduct deserving of	
sanction.	
2. I consent to RECA contacting me via email regarding licensing, education, or regulatory updates.	Yes

Back   Continue

Select *Yes* to accept the application

Select *No* to assign the application back to the licensee to make any changes. We'll email them to let them know if this happens. We'll email you when the licensee has recompleted their application and it's ready for you to review again

myRECA

Enhancing professionalism through self-regulation

My Account   Education   Licensing   **My Brokerage**

Licence
Message Centre
My People
    Applications
Accounting Reports
Brokerage Information
    Payment Cart
    Payment History
    Account Administration
    Trust Accounts
    Brokerage Structure

Associate Application for Registration - Renewal

Broker Acknowledgement

I have reviewed and discussed with the applicant their responses to the questions contained in this application. I have also discussed with them the consequences of providing false or misleading statements.

☐ Do you accept the application?
    ○ Yes ○ No

Back   Next

Select who will pay the licensee's licensing renewal fee.

➤ if you select *Brokerage Payment*, proceed to Part Two

➤ if you select *Applicant Payment*, we will email the licensee to let them know

Part Two: Paying for a licensee's renewal fee individually

If you selected *Brokerage Payment* on a licensee's licence renewal application, you can pay their licensing renewal fees:
➢ now by clicking the *Next* button
➢ later by clicking the *Pay Later* button

The $250 licensing renewal fee credit is automatically applied

On the *My Brokerage* tab, *Applications* page, go to the Applications waiting for payment section and click the *Payment* link beside the renewal application for which you wish to pay the licensee's licensing renewal fees.

Even if you assigned responsibility for payment to the applicant, if you wish to override this prior assignment and pay for their licensing renewal fees, you can do so by clicking the *Payment* link beside the licensee's renewal application.

myRECA

Enhancing professionalism through self-regulation

| My Account | Education | Licensing | **My Brokerage** |

Mortgage

▸ Licence

▸ Message Centre

▸ My People

Applications

▸ Accounting Reports

▸ Brokerage Information

Payment Cart

Payment History

Account Administration

Trust Accounts

Brokerage Structure

Applications

Applications waiting for payment

If you add an application to the brokerage's shopping cart, the applicant will be unable to pay for the application.

Add Selected to Cart   View Cart (0)

	Name	Application Type	Application Status	Payment Assigned To	Actions
☐	Mortgage Associate1	Associate/Associate Broker Licence Renewal	Waiting for Payment	Brokerage	Cancel | Payment | View
☐	Mortgage Associate2	Associate/Associate Broker Licence Renewal	Waiting for Payment	Applicant	Cancel | Payment | View

<< < 1 > >>

Note: If you are the broker of multiple brokerages, ensure you are in the desired industry sub-tab under the *My Brokerage* tab

Enter your credit card information and click *Next* to complete the payment and the licensee's licence renewal

myRECA

RECA: the standards-setting body

| My Account | Education | Licensing | My Brokerage |

My Information

Message Centre

My Applications

Start a new application

Payment History

Account Settings

Application Payment

By clicking 'Finish' below, you agree you have read and understood RECA's Privacy Policy. You further agree to RECA charging the entered credit card with the entered amount.

PLEASE DO NOT REFRESH OR CLOSE YOUR BROWSER WHILE THE PAYMENT IS PROCESSING.

Name on Card: [   ]

Card Number: [   ]

CCV: [   ]

Expiry Date: [Month ▾] [Year ▾]

All payments are final

[Back]   [Next]

myRECA

Enhancing professionalism through self-regulation

| My Account | Education | Licensing | **My Brokerage** |

Centre

ations

g Reports

Information

t Cart

Payment Successful

Success!

Your payment was successful. Whether you paid by myRECA account credit or by credit card, you can find your receipt on the Payment History page.

Test Associate is renewed.

Congratulations! Provided your payment was successful and there are no good character issues that the registrar needs to review before deciding to issue this licensee a licence, **the licensee's licence renewal is complete!**

Go to Part Four to learn how to check the status of your licensee renewal(s). Go to Part Five to learn how to access payment receipts.

Part Three: Paying for bulk licensee renewal fees through the brokerage's Payment Cart

Click the boxes beside the licensee names to select the applications you wish to add to the brokerage's Payment Cart and click the *Add Selected to Cart* button.

You can add an application to your brokerage's Payment Cart even if it is assigned to the applicant for payment, however, this means the applicant will no longer be able to pay for it themselves

When you've successfully added applications to the brokerage's Payment Cart, the applications will no longer be visible in the *Applications waiting for payment* table. Click the *View Cart* link to access the brokerage's Payment Cart to view and pay for the applications

myRECA

| My Account | Education | Licensing | **My Brokerage** |

Mortgage

▸ Licence

▸ Message Centre

▸ My People

Applications

▸ Accounting Reports

▸ Brokerage Information

Payment Cart

Payment History

Account Administration

Trust Accounts

Applications

Applications waiting for payment

If you add an application to the brokerage's shopping cart, the applicant will be unable to pay for the application.

Add Selected to Cart   View Cart (2)

☐ Name	Application Type	Application Status	Payment Assigned To

`<<` `<` `>` `>>`

You can also access the brokerage's Payment Cart by clicking *Payment Cart* under *Brokerage Information* while on the *My Brokerage* tab

Click the *Make Payment* button to proceed with the payment process for the applications in the brokerage's Payment Cart

myRECA

Enhancing professionalism
through self-regulation

My Account	Education	Licensing	**My Brokerage**

Mortgage

- Licence
- Message Centre
- My People
    - Applications
- Accounting Reports
- Brokerage Information
- **Payment Cart**
- Payment History
- Account Administration
- Trust Accounts
- Brokerage Structure

Payment Cart

If you wish to remove any applications, select the application(s) and click **Remove Selected**. Otherwise, click **Make Payment** to pay for the applications listed.

Remove Selected

	Last Name	First Name	Licence Class	Application Type	Amount
☐	Associate1	Mortgage	Associate	Associate/Associate Broker Licence Renewal	$225.02
☐	Associate2	Mortgage	Associate	Associate/Associate Broker Licence Renewal	$225.02

Total Items: 2

Total Amount: $450.04

Make Payment

If you wish to remove any applications from the brokerage's Payment Cart, click the box beside the licensee names to select the applications you wish to remove and click the *Remove Selected* button. This will move the application back to the Applications waiting for payment section of the Applications page under the *My Brokerage* tab

Click the *Next* button and follow the prompts to complete your payment. Any available credit on your brokerage's myRECA account will be automatically applied

My Account   Education   Licensing   **My Brokerage**

Licence

Message Centre

My People

Applications

Accounting Reports

Brokerage Information

Payment Cart

Payment History

Account Administration

Trust Accounts

Brokerage Structure

Payment Cart

Payment Invoice   Cancel Payment

Details

Application Type	Quantity	Total
Associate/Associate Broker Licence Renewal	2	$450.04
Grand Total:		$450.04
Credit Available:		$450.04
Net Total:		$0.00

Back   Next

Enter your credit card information and click *Next* to complete the payment and the related licence renewal(s)

myRECA

Enhancing professionalism through self-regulation

| My Account | Education | Licensing | My Brokerage |

- Licence
- Message Centre
- My People
    - Applications
- Accounting Reports
- Brokerage Information
    - Payment Cart
    - Payment History
    - Account Administration
    - Trust Accounts
    - Brokerage Structure

Payment Cart

By clicking 'Finish' below, you agree you have read and understood RECA's Privacy Policy. You further agree to RECA charging the entered credit card with the entered amount.

PLEASE DO NOT REFRESH OR CLOSE YOUR BROWSER WHILE THE PAYMENT IS PROCESSING.
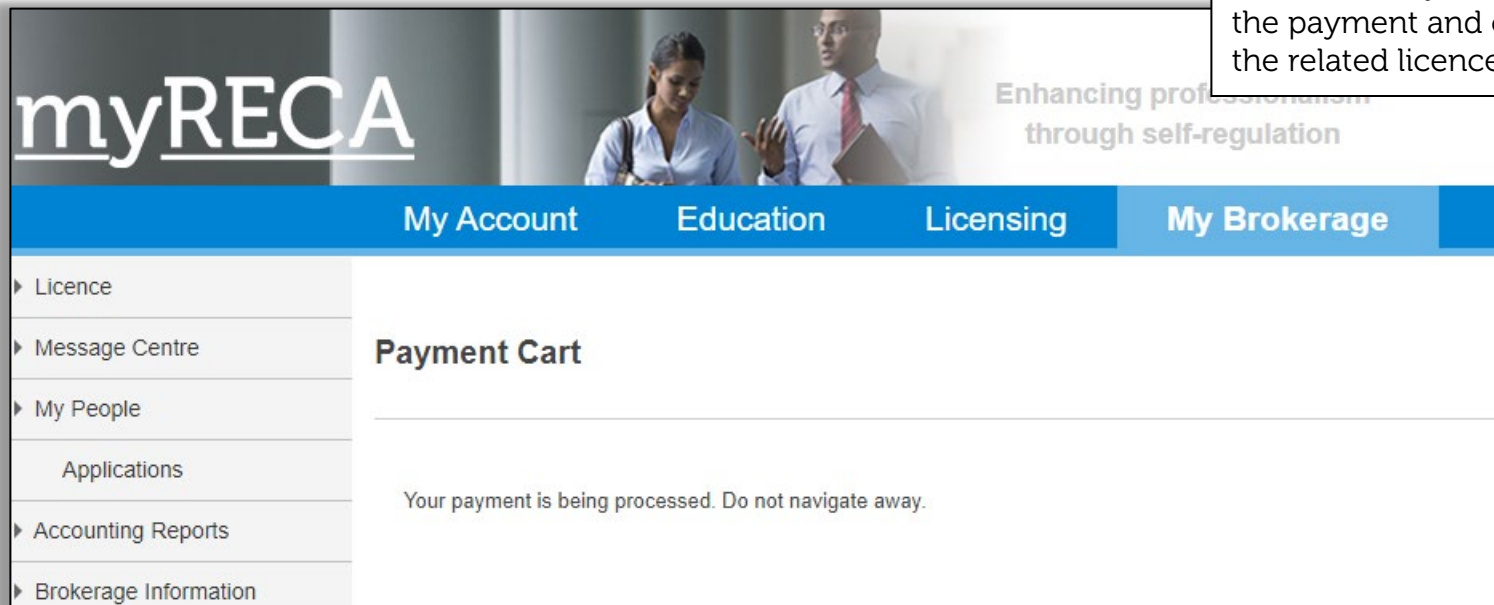
Name on Card:
Card Number:
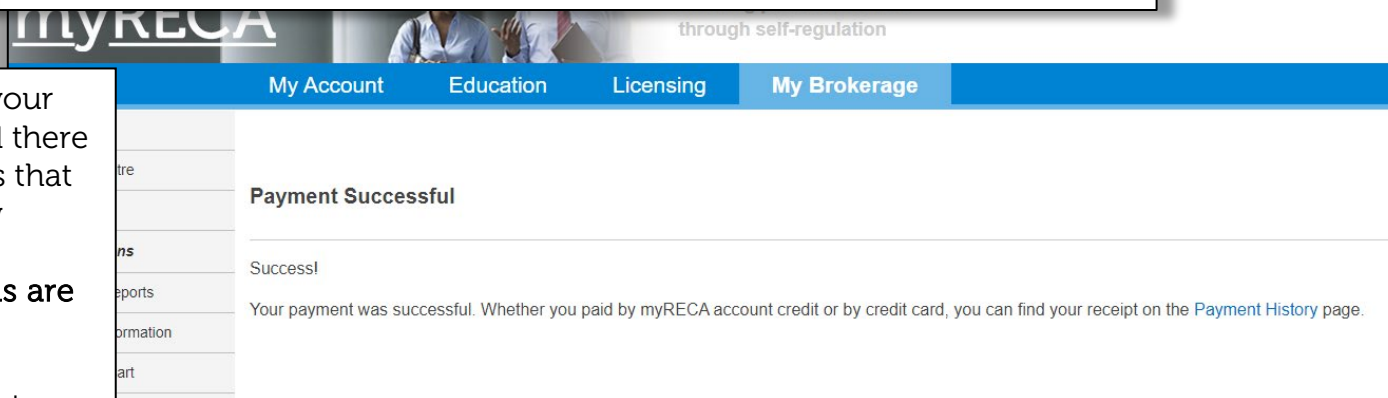CCV:
Expiry Date: [Month ▼] [Year ▼]

All payments are final

Total Amount:	$450.04
Credit Applied:	$0.00
Amount Due:	$450.04

[Next]

Wait while myRECA processes the payment and completes the related licence renewal(s)

myRECA

Enhancing professionalism through self-regulation

My Account   Education   Licensing   **My Brokerage**

▸ Licence
▸ Message Centre
▸ My People
    Applications
▸ Accounting Reports
▸ Brokerage Information

Payment Cart

Your payment is being processed. Do not navigate away.

---

myRECA

through self-regulation

My Account   Education   Licensing   **My Brokerage**

Payment Successful

Success!

Your payment was successful. Whether you paid by myRECA account credit or by credit card, you can find your receipt on the Payment History page.

Congratulations! Provided your payment was successful and there are no good character issues that the registrar needs to review before deciding to renew a licence, **the licence renewals are complete!**

Go to Part Four to learn how to check the status of your licensee renewal(s). Go to Part Five to learn how to access payment receipts.

Part Four: Checking the renewal status of your licensee(s)

Option 1: On the *My People* page of the *My Brokerage* tab in myRECA, in the table showing the brokerage's licensees, there is a column which indicates each licensee's renewal status. For mortgage brokers, you can see the status of your licensees' relicensing education program.

You can download the data from this table as a PDF or into an Excel spreadsheet by clicking the appropriate icon.

Option 2: Go to the *Renewal Summary Report* to access a detailed status of your licensees' renewal. For mortgage brokers, this report also contains the status of your licensees' relicensing education program (see next page).

You can download the data from this report as a PDF or into an Excel spreadsheet by clicking the appropriate icon.

myRECA

Enhancing professionalism through self-regulation

My Account   Education   Licensing   Licence Renewal   **My Brokerage**

▸ Licence

▸ Message Centre

▸ My People

    Applications

▸ Accounting Reports

▸ Brokerage Information

    Payment Cart

    Payment History

    Account Administration

Renewal Summary Report

Number of People: 2

Name	AKA Name	Renewal Status	Relicensing Course Status
CON-00024570 CON-00024570	AKA Name	Not Started	In Progress
CON-00009363 CON-00009363		Not Started	Not Started

<<   <   >   >>

Part Five: Accessing individual payment receipts

You can find all individual renewal (and non-renewal) licensing fee payment receipts that your brokerage paid on the *Payment History* page under the *My Brokerage* tab

Download the Excel file to view which applications were paid through a Payment Cart

Note: If you are the broker of multiple brokerages, ensure you also select the desired industry sub-tab under the *My Brokerage* tab